

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A), Ontario, OR 97914
Tuesday, December 14, 2021

Meeting participation is available to the Public via Zoom
<https://gotvcc.zoom.us/j/99731383411?pwd=cWZjNW1NUTRDYTFzRHZaQm8wUkFyQT09>

Meeting ID: 997 3138 3411 Password: 424092
Telephone: (669) 900-6833 or (253) 215-8782 Password: 424092

BOARD MEETING AGENDA

Mission: TVCC is a comprehensive community college dedicated to promoting student success.

Vision: TVCC will be an excellence-driven institution offering quality programs to ensure student success.

8:00 am Board Planning Meeting

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| a. Institutional Effectiveness | VP Eddie Alves/David Koehler/Nino Kalatozi |
| i. Accreditation Update | |
| 1. Institutional Learning Outcomes | |
| ii. Demographic Data | |
| iii. Mission Fulfillment | |
| iv. CCSSE Race/Ethnicity Survey | |
| v. Early Year Engagement Survey Preliminary Analysis | |
| vi. Understanding Quarter-to-Quarter (Q2Q) Report | VP Travis McFetridge/David Koehler |
| vii. CTE Data Report (draft) | |
| viii. National High School Graduate Trends (2025) | |
| b. Strategic Enrollment Management Plan | VP Travis McFetridge/David Koehler |
| c. Tour Four Rivers Community School and Lunch | |
| d. Caldwell Center Update | AVP Abby Lee/Ben Merrill |
| e. Review 2021-22 Board Goals and Objectives | Chair Dirk DeBoer |
| f. Set 2022-23 Board Goals and Objectives | Chair Dirk DeBoer |
| g. Review Monthly Board Meeting Self-Assessments | Chair Dirk DeBoer |
| h. Budget Model 5-Year Projection Overview | VP Shirley Haidle |
| i. Cybersecurity Strategic Plan | Scott Carpenter |

5:00 p.m. Work Session (Flag Salute)

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| I. Call to Order and Acknowledgement of Guests | |
| a. New College Employee Introductions | Vice Presidents |
| b. 2020-21 Audit Presentation – Moss Adams, LLP | VP Shirley Haidle |

Regular Session Meeting

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| I. Agenda Review/Changes | Chair Dirk DeBoer |
| II. Special Presentations | |
| a. Computer Science Program | VP Eddie Alves/Nila Stephens/Scott Carpenter |
| III. College Business (Discussion or Action Items) | |
| a. Accept 2020-21 Audit (action) | VP Shirley Haidle |
| b. COVID-19 Update (discussion) | Anne Marie Kelso |
| c. TVEA Faculty Negotiations (fyi) | Dr. Dana Young/Anne Marie Kelso |
| d. 2022-23 Board Goals and Objectives (action) | Chair Dirk DeBoer |
| IV. Public Comment (note: maximum time 15 minutes: each speaker will be limited to 3 minutes) | |
| V. Consent Agenda - Action Item(s) | Chair Dirk DeBoer |
| a. Board Minutes – November 16, 2021, and December 1, 2021 | |
| b. Financial Report | |
| VI. College Reports and Statements | |
| a. Statements from ASG/Student Programs | ASG President or designee |
| b. Statements from Foundation | Cathy Yasuda |
| c. Statements from Faculty | TVEA President or designee |
| d. OCCA Board Rep. Report | Stephen Crow |
| e. President's Reports | Dr. Dana Young |

Treasure Valley Community College is an equal opportunity educator and employer.

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| <ul style="list-style-type: none"> i. Academic Affairs ii. Student Services iii. Administrative Services iv. College Relations and IT v. President's Comments <ul style="list-style-type: none"> 1. Community College Higher Education Issues and Trends | <ul style="list-style-type: none"> VP Eddie Alves VP Travis McFetridge VP Shirley Haidle AVP Abby Lee Dr. Dana Young |
| <ul style="list-style-type: none"> f. Statements from Board Members <ul style="list-style-type: none"> i. Reminder to complete board meeting assessment and annual goal monthly report | <ul style="list-style-type: none"> Entire Board |

VII. **Important Date(s)**

December 13-January 2	Winter Vacation
December 20-26	College Closed
December 31	New Year's Day Observed (college closed)
January 3	Winter Term Classes Begin
January 17	Martin Luther King Day Observed (college closed)

VIII. **Adjournment and Next Meeting(s)**

- Tuesday, January 18, 2022 at 6:00 p.m.

The Board of Education meetings are held in accordance with accessibility requirements. Persons having questions about or requests for special needs and accommodations should contact Anne-Marie Kelso (akelso@tvcc.cc or 541-881-5812 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723.

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A),
Ontario, OR 97914 and public participation via Zoom

BOARD MEETING MINUTES
Tuesday, November 16, 2021, 6:00 p.m.

Board of Education members in attendance (quorum present):

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Cheryl Cruson, Stephen Crow, Ken Hart, and Roger Findley (Absent: Betty Carter)

Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Vice President Eddie Alves, Vice President Shirley Haidle, Vice President Travis McFetridge, Cathy Yasuda, Kate Russell, Abby Smith, Bernie Babcock, Anne Marie Kelso, David Koehler, Jason Miller (Argus Observer), Teresa Lynch, Arwyn Larson, Justin Blazzard, Phoenix Millhollen, Kathryn Thayer, and Brian Coleman (Hummel Architects)

Chair DeBoer led the group in the flag salute and reading of College's mission and vision statement.

I. Work Session

a. Nursing and Allied Health Professions Center Schematics

Hummel Architect Brian Coleman recapped the design process, visioning, and programs for the new building. He also presented the designs for the center as they related to site analysis, building design, and massing, and building and interior renderings. Board members had the opportunity to ask questions about the process and designs.

Project Manager Bernie Babcock shared the budget review and schematic design and noted it was based on 25% design completion. He reported that although the current construction market is hard to assess which changes daily, they have worked hard to mitigate the challenges of cost per square foot. He is excited about the opportunities for the building and as they move forward, they will continue to assess the marketing impact on construction.

II. Agenda Review/Changes

There were no changes to the agenda.

III. Special Presentations

a. New Employee Introductions

New employee introductions included Math Instructor Kathleen Thayer, Administrative Assistant Teresa Lynch, and Marketing and Social Media Coordinator Phoenix Millhollen.

b. IMAC Presentation

Instructor Justin Blazzard provided a presentation on the IMAC program and the work they are doing to offer students industry recognized certifications, and hands-on labs. He also spoke about the work to offer an ag machine degree. Blazzard was also recognized for incorporating assessments into his courses.

Instructor Blazzard shared he has been assisting the SBDC with their electrical apprentice program by teaching and co-teaching with an electrical journeyman. In addition, to looking at equipment needs for the program and obtaining hands-on training solutions that aren't offered in other apprenticeship programs in the area. Blazzard noted the students in the year one cohort are glad they are coming to TVCC because of the hands-on experience.

President Young stated in the future the Board may be invited to attend one of Instructor Blazzard's classes for a better understanding of the program as well as the equipment needs.

IV. **College Business** (Discussion or Action Items)

a. COVID-19 Update

Director of Legal and Human Resources Anne Marie Kelso summarized the new federal OSHA rules regarding vaccine mandates and how employers are required to come up with a plan requiring a strict vaccination protocol. Director Kelso reported the State of Oregon, who is one of 22 states who have a contract with OSHA, has 30 days from when the federal OSHA rules were released to determine their own rules which may be the same or as effective to the federal rules.

However, the 5th Circuit who did the nationwide injunction had a decision come out recently where they stayed the federal OSHA mandate so it is now unknown if Oregon will move forward with a vaccine mandate for employers based on the pending appeals.

According to Director Kelso, the federal mandate only applies to employers who employ over 100 employees; however, we do have our own standards as well as a mask mandate for the Caldwell Center since we are a private, non-profit center and choose to follow Oregon rules.

b. SRCI Faculty Contract

Director Anne Marie Kelso summarized the negotiated contract with SRCI faculty which did not have any major changes other than technical fixes. Kelso provided a recap of what was negotiated under Article 11: Salary (2.5% salary increase for only 2021-22 and meet again for 2022-23, no step increases, no CEUs (all ODOC training is still required), removal of reference to guidelines documents for placement of new faculty, number of additional steps for new hire more flexible and COVID pay of \$1,350) and Article 12: Insurance (insurance cap remains at \$1625/month and includes a short-term disability policy).

Motion: Stephen Crow moved to approve the SRCI faculty contract, and the motion was seconded by Ken Hart. The motion carried unanimously.

c. 2022-23 Budget Calendar

Vice President Shirley Haidle presented the proposed budget calendar for 2022-23 and summarized the important dates.

Motion: Ken Hart moved to adopt the 2022-23 budget calendar as presented and the motion was seconded by Stephen Crow. The motion carried unanimously.

d. CTE Center Naming Opportunity and Recommendation

Director Cathy Yasuda announced the recent gift of \$1m from a donor who wishes to remain anonymous at this time. This major gift would not only be eligible to name the CTE Center, but the funds would provide on-going support for the new facility in the areas of student scholarships, program development and equipment needs.

Director Yasuda met earlier with President Young and the Foundation Board regarding the gift and the Foundation Board unanimously approved the gift and naming opportunity. Tonight, Yasuda is bringing a recommendation from the Foundation Board to the Board of Education asking to accept the major gift and the naming opportunity. According to Director Yasuda, the name of the donor will be announced pending the approval.

Motion: Stephen Crow moved to approve the recommendation by the Foundation Board to accept the anonymous gift and the motion was seconded by Ken Hart.

Board member Roger Findley declared a conflict of interest and refrained from voting. The motion carried.

V. **Public Comment**

There were no comments from the public.

VI. **Consent Agenda - Action Item(s)**

- a. Board Minutes – October 19, 2021
- b. Financial Report

Motion: Stephen Crow moved to approve the consent agenda and the motion was seconded by Ken Hart. The motion carried unanimously.

VII. **College Reports and Statements**

- a. Statements from ASG/Student Programs
ASG President Abby Smith summarized her written report. Some of the highlights in her report covered the National Association of Campus Activities (NACA) conference, an Alcohol Awareness Event, Halloween Drive-in Movie Night, a Food for Thought forum and Grab n Gos.

- b. Statements from Faculty
Instructor Arwyn Larson who also serves as a faculty liaison on the Foundation Board commented they are excited about the \$1m donation to the CTE Center. She reiterated the list of new faculty and announced that Drew Pearson, former rodeo coach, was voted NW Region Coach of the Year for four years in a row. Pearson is now teaching as the college's welding instructor. Other news included Molly Lightfield receiving her master's degree this past summer, a book and DVD sale happening now in the library and Dr. Tesnolidek visiting one of her classes to talk about COVID vaccinations.

- c. President's Reports

- i. Academic Affairs

Vice President Eddie Alves provided an update on the work to nationally accredit the Medical Assistant Program and the program's recent accreditation visit this week. The College anticipates a response within 6-8 weeks from the Commission on Accreditation of Allied Health Education Programs.

Vice President Alves also shared the work being done for our AAOT to transfer to Boise State, University of Idaho, and Eastern Oregon University. These three universities are the major schools students transfer to after TVCC. According to Alves, we want our classes to be the most beneficial regardless of where a student chooses to continue their education.

- ii. Student Services

Vice President Travis McFetridge highlighted the Q2Q enrollment report which shows some positive trends.

Caldwell Center Update: Vice President Travis McFetridge, Vice President Eddie Alves and Associate Vice President Abby Lee are discussing how to grow enrollment while promoting the many opportunities offered by the center. Vice President Alves reported the center is experiencing a very small staff and this has been a challenge. The center is working on specific programs to grow enrollment and are working on requests by the community. Work is also being done to develop an automotive business program.

Advising Day: the college received a lot of positive feedback on the in-person advising day. We also raffled off three scholarships to encourage early

registration (377 students registered within the time period). Out of the 377 students we were up 10 students compared to the last fall advising day. In addition, when comparing advising days, this past event had one of the highest registration numbers. According to Vice President McFetridge we will evaluate the advising days as we go throughout the year as well as evaluating the benefits of the advising module.

Turkey Trot is back and will be held on Thursday, November 25 with the race starting at 9:00 a.m. at the gym parking lot. There will be no entry fee, but donations are being accepted for the men's and women's cross-country team.

iii. Administrative Services

Vice President Shirley Haidle has been in contact with the auditors on a weekly basis and so far, everything is on schedule.

Board member Ken Hart inquired about the \$66k less in revenue in tuition and fees compared to the \$209k in expenses for salaries and raises. Vice President Haidle responded that based on the revenue model she shared previously these have been budgeted for and as long as our enrollment keeps increasing or is flat, she has no concerns. In addition, the numbers are year to year and last year, expenses were lower due to COVID and due to vacant positions. The budget will continue to be monitored.

Board member Roger Findley commented on the list of open positions which seemed larger than normal. Director Kelso responded on the national trend with people leaving jobs and more staff turnovers; however, the College is seeing many qualified people apply and move into these positions.

iv. College Relations and IT

There was no report this month.

v. President's Comments

President Dana Young shared she is grateful for the anonymous donation that the Foundation has received toward our CTE program and student scholarships and that this gift speaks highly of Director Cathy Yasuda and of TVCC.

Legislative Update: community colleges are busy putting a proposal together to ask for cybersecurity funding as these costs continue to increase. Each community college in Oregon will be asking for a couple hundred thousand dollars. The funding request from the State will be used to support and protect the information we have at the college. The Board was encouraged to contact Chair DeBoer or President Young if they have anything specific they want to learn more about.

According to President Young, we continue to watch our trends and numbers. During the December 14 all-day board planning retreat and meeting, the Board will be presented with lots of data. Some of the data will cover mission fulfillment and the number of diverse students we serve. Workforce training is also a focus for us and what our business and industry partners need. We will be sharing a lot of information with the Board next month which will also include a tour of the Four Rivers Community School.

d. Statements from Foundation

Director/CDO Cathy Yasuda updated the Board on the partnership work with Agile Homes, Stan's Heating and Treasure Valley Paramedics in the areas of workforce development

and scholarship support. In addition, Treasure Valley Paramedics has provided a \$5k donation to the Foundation toward the new nursing and allied health professions center.

This past week, the College received notification from the Oregon Community Foundation on the two grants we submitted. The College received \$40k toward a community grant project for SIM and nursing equipment and received another \$5k grant to provide support for two classes offered winter quarter (basic welding and computer science class) for our Latino and Latinx populations.

Director Yasuda thanked everyone for supporting the Gala and stated that total income topped over \$350k. The gala had a great turnout with approx. 400 people in attendance.

e. **Statements from Board Members**

- i. Cheryl Cruson commented that the Foundation Gala was fantastic and a great event. The college is looking great for fall and the campus is beautiful.
- ii. Stephen Crow commented on the fabulous Gala and thanked everyone for the work they did on the event.
- iii. Ken Hart echoed the comments about the awesome event.
- iv. Roger Findley commented he enjoyed the Gala, and the speaker was phenomenal and inspirational. He thanked the Board for approving the anonymous gift for the naming of the CTE Center.
- v. Board Chair Comment - Chair DeBoer spoke about the individual ideas of the Board and how everyone is serving toward the well-being of the College. He commended President Young and staff for the reports to the Board which helps guide in decision-making. He also noted the board chair, vice chair and college president will invite individual board members to a weekly meeting with them to further discuss items of the college. His goal at the December board meeting is to look at the direction of the college and set measurable goals. Between now and December he asked the board members to think outside the box and bring them to the table.
- vi. OCCA Board Report – Stephen Crow provided an update on the hiring of the new OCCA Executive Director. He will also be working with OCCA staff on the OCCA board meeting at Blue Mountain Community College as well as the OCCA Annual Conference at Sun River Resort.

VIII. **Important Date(s)**

The Board reviewed the upcoming important dates noted on the agenda.

IX. **Adjournment and Next Meeting(s)**

The next meeting will be the TVCC Board of Education Planning and Regularly Scheduled Monthly Meeting on December 14, 2021.

The meeting was adjourned at 8:51 p.m.

Mr. Dirk DeBoer, Chair
TVCC Board of Education

Dr. Dana M. Young, President
Treasure Valley Community College

Treasure Valley Community College
Board of Education Committee Meeting
December 1, 2021, 3:00 p.m.
Hanigan Board Room and via Zoom

Present: President Dana Young, Director Anne Marie Kelso, and board members Betty Carter and Mark Wettstein (*Absent: Stephen Crow*)

Others present: Julie Lynch and Jason Miller (Argus Observer)

Director Anne Marie Kelso called the meeting to order at 3:00 p.m. and provided a summary of the purpose of the board policy review.

Some of the board policies reviewed were BP 2220 Committees of the Board of Education, BCE Board Committees, BP 2305 Annual Organizational Meeting, BP 230 Regular Meetings of the Board of Education, BD/BDA Board Meetings/Regular Board Meetings, BP 2315 Closed/Executive Sessions, BDC Executive Sessions, BP 2320 Special (and Emergency) Meetings, BDB Special and Emergency Board Meetings, BP 2330 Quorum and Voting, and BDDD Quorum at Board Meetings.

The committee meeting ended at 5:11 p.m.

Mr. Dirk DeBoer, Chair
TVCC Board of Education

Dr. Dana M. Young, President
Treasure Valley Community College